

Program Management Assistant

Receptionist

Development Program Specialist (T)

Development Program Specialist

FSN#2010/120

Program Management Assistant

OPEN TO: All Interested Candidates

POSITION: Program Management Assistant (PMA), FSN-8; FP-6

OPENING DATE: November 5, 2010

CLOSING DATE: November 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-6

Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Program Management Assistant (PMA) in the International Emerging Infections Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as the principal and expert assistant to Deputy Director of the International Emerging Infections Program (IEIP) who is responsible for overall operations, administration, finance and management of IEIP staff. Duties included management of the program by performing program management and administrative support duties, planning and execution of various management and administrative reporting functions of CDC's complex portfolio.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) A Bachelor's degree in Business Administration, Management, Medical Technology, Health Sciences, Social Sciences, Liberal Arts or management-related field of study is required; (2) Four years of full-time experience in administrative or program management support activities; (3) Level IV (Fluent) in speaking/ reading/ writing/

understanding English and Thai; **(4)** Have knowledge on financial management and the specific requirements for project documentation with government or donor-funding; **(5)** Personal computer skills with demonstrated experience with software packages including word processing, spreadsheets, e-mail, and databases.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

Note: It is the Mission policy that hiring offices are encouraged to fill vacant positions from within if a qualified employee in the mission applies. However, hiring offices are not required to select an applicant from within the mission.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
FAX: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: NOVEMBER 18, 2010

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FSN#2010/121

Receptionist

OPEN TO: All Interested Candidates

POSITION: Receptionist, FSN-4; FP-AA

OPENING DATE: November 5, 2010

CLOSING DATE: November 18, 2010

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Not Ordinarily Resident (NOR): FP-AA

Ordinarily Resident (OR): FSN-4

The U.S. Embassy in Bangkok is seeking an individual for the position of Receptionist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Performs telephone operator duties for the CDC office as well limited clerical duties, serves as first Point of Contact for visitors to CDC office, provides clerical assistance to the Office of the Director, and to the Business Services Office, and provides limited Clerical support to Business Services Office staff.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Complete of commercial or secretarial course; (2) At least two years experience in an office setting and /or one year working in an English speaking office where English is used frequently on the telephone required; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Able to use software packages including word processing, spreadsheets, e-mail, database, telephone billing and security software etc.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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PLEASE ATTACH A COPY OF TRANSCRIPT

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CLOSING DATE FOR THE POSITION: NOVEMBER 18, 2010

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FSN#2010/123 (T)

Development Program Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Development Program Specialist, FSN-11 (Trainee)

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-11

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Program Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of five years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

SUBMIT APPLICATION TO:

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American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
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CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

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FSN#2010/123

Development Program Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Development Program Specialist, FSN-12

OPENING DATE: November 5, 2010

CLOSING DATE: January 6, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY:

Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Program Specialist in the U.S. Agency for International Development/Regional Environment Office (REO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as the Natural Resources Management Specialist, managing the Regional Development Mission for Asia (RDMA)'s growing biodiversity, natural resources management, and climate change mitigation activities in the Asia and the Pacific, specifically in the Mekong Basin countries, China, and Southeast Asia. The job holder involves a full range of skills in the development, management, advisory, and monitoring of program activities. He/she coordinates program activities with other RDMA staff members and USAID Missions as well as with representatives in both the public and private sectors, including government officials, consultants, NGOs, and donor agencies.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Master's degree in natural resources management field related to improving natural resource policies, biodiversity conservation, and climate change mitigation i.e. social science and public administration; (2) A minimum of six years experience related to improving natural resources policies, biodiversity conservation, and climate change mitigation; (3) Level IV (fluent) speaking/reading/writing in English and Thai; (4) Must have knowledge of viable approaches for identifying critical environmental challenges and opportunities for effective biodiversity conservation, natural resources management, and forest sector mitigation in Asia, including analyzing policy options and promoting the implementation of improved policies; (5) Must possess excellent communication skills (both written and verbal) and strong presentation skills; (6) Must possess excellent computer skills and the ability to prepare professional, quality presentations and reports.

SUBMIT APPLICATION TO:

Regional Human Resources Office

Attention: Recruitment

American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand

E-mail: bkkrecruitment@state.gov

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CLOSING DATE FOR THE POSITION: JANUARY 6, 2011

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